
APPENDIX B:

SAMPLE MATERIALS FOR PLAN PREPARATION

SIX MONTH OVERVIEW OF COMMITTEE MEETINGS

1st Committee Meeting

- Called together by invitation from the Board of Selectmen/City Council
- Explain purpose of committee
- Explain why selected to serve on committee
- Duration/Agenda of Committee
- What is Hazard Mitigation/Flood Mitigation Plan
- What will the Plan mean to the community
- Explain/set milestones
- Agree on next committee meeting

(Staff notes: Send out thank you cards to attendees; Research/Respond to any unanswered questions; send out advance reading materials; send out press release to publicly praise attendees; prepare for second meeting.)

2nd Committee Meeting

- Identify Hazards (Past and Potential) on base map
- Develop Base Map with Critical Facilities

(Staff notes: Research/Respond to unanswered questions; send out advance reading material; send out press release; prepare for third meeting)

3rd Committee Meeting

- Identify what is at risk for each hazard identified on hazard maps
- Map out development patterns
- Review Local Zoning to determine current development patterns

(Staff notes: Research/Respond to unanswered questions; send out advance reading material; send out press release; prepare for fourth meeting)

4th Committee Meeting

- Capability Assessment (what are we already doing?)
- What are the gaps?
- Develop an Existing Protection Matrix

(Staff notes: Research/Respond to unanswered questions; send out advance reading material; send out press release; prepare for fifth meeting)

5th Committee Meeting

- Re-address goals and define objectives
- Identify Mitigation Measures/Projects
- Build a list of Goals and Objectives
- Develop an implementation strategy for new mitigation actions. (*who, how and when*)

(Staff notes: Research/Respond to unanswered questions; send out advance reading material; send out press release; prepare for final meeting)

6th Committee Meeting

- Review Draft Mitigation Plan
- Review Goals/Objectives/Activities
- Recommend Adoption of Plan to Board of Selectmen

(Staff notes: Send out thank you notes to committee members; and send out press release)

Hazard Mitigation Committee Meeting #1

AGENDA

1. Introduction

2. Purpose of Committee

- * Why selected to serve on Committee
- * What we're doing and why

3. What is hazard mitigation planning

- * Powerpoint Presentation on Hazard Mitigation

4. What must we do to prepare a hazard mitigation plan?

- * Explain/set milestones (6 committee meetings)
- * Agree on next committee meeting date

5. Question and answer period

6. Set goals for next meeting

Hazard Mitigation Committee Meeting #2

AGENDA

1. Identify hazards (past and potential) on base map

- * What are the hazards?
- * What is at risk from those hazards?

2. Develop base map with critical facilities

- * Identify Critical Facilities on base map. The following list contains items that should be clearly identified on the map, as they apply to your community.

- | | |
|---|---|
| <ul style="list-style-type: none">• Emergency Operations Center• Emergency Fuel Facilities• Town/City Hall• Police Station• Fire Station• Public works garages• Water Treatment Facility• Sewage Treatment Plant• Sewage pumping stations• Water Tower/Supply Pumps• Power plants• Electrical Power substations• Schools• Major highways or roadways• Bridges• Dams• Hospital | <ul style="list-style-type: none">• Nursing homes• Elderly housing• Day-care facilities• Correctional facilities• Other Congregate Care Facilities• Shelters• Special Needs Populations• Hazardous material facilities• Access roads to the above facilities• Evacuation routes• Unique or historic resources• Commercial Economic Impact Areas• Socio-Economic Impact Areas• Areas with second language needs |
|---|---|

3. Question and answer period

4. Set goals for next meeting

Hazard Mitigation Committee Meeting #3

AGENDA

1. Vulnerability assessment

- * List hazards from hazards map – identify what is at risk/vulnerable
- * Estimate potential losses

2. Map out development patterns

3. Review zoning regulations for development management

4. Question and answer period

5. Set goals for next meeting

Hazard Mitigation Committee Meeting #4

AGENDA

1. Capability assessment

- * What are we already doing?
- * What are the gaps?

2. Develop an existing protection matrix

3. Question and answer period

4. Set goals for next meeting

Hazard Mitigation Committee Meeting #5

AGENDA

1. Re-address goals and define objectives

- * Review Goals established in Meeting #2.
- * Amend goals if necessary
- * Define Objectives for each goal

2. Identify mitigation measures / projects

3. Develop a list of goals / objectives / measures

- * At the end of this meeting the Committee will have compiled a list of Goals/Objectives/Measures.

4. Establish an implementation strategy for each new mitigation action defining the following three questions.

- * Who will lead the effort?
- * How will it be implemented? (technical and financial resources)
- * When will it take place?

5. Question and answer period

6. Set goals for next meeting

Hazard Mitigation Committee Meeting #6

AGENDA

- 1. Review draft mitigation plan**
- 2. Review goals / objectives / activities**
- 3. Recommend adoption of Plan to Board of Selectmen**
- 4. Question and answer period**

Chamber of Commerce Letterhead

SAMPLE INVITE LETTER FROM PRESIDENT OF CHAMBER OF COMMERCE

Date

Dear

You recently received a letter from the Board of Selectmen requesting that you consider serving on the Flood Mitigation Planning Committee.

The purpose of the Plan is to serve as a central point for all pre-disaster flood mitigation activities the community decides to undertake. Through an evaluation and planning process, we can minimize personal and economic costs associated with flood disasters. Input from the business community is important in the development of strategies designed to reduce the downtime of affected businesses in the event of a disaster. In addition, by being involved in the evaluation process you may be able to recognize features that are susceptible to flooding and take proactive steps to correct these conditions.

I would like to encourage you, or a representative from you company, to participate on the Planning Committee. The first meeting is scheduled for at 0000pm at the _____ on Tuesday, January 2000. If you have any questions regarding the Flood Mitigation Plan or the Planning process please call _____ at _____.

If you are willing to attend please RSVP to _____, no later than _____ by calling _____.

Sincerely,

President of the Chamber of Commerce

SAMPLE NOTICE OF PUBLIC HEARING

TOWN OF _____, NH

LEGAL NOTICE OF PUBLIC HEARING

_____, 2002

Notice is hereby given in accordance with Section 201.6 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, enacted under Sec. 104 of the Disaster Mitigation Act of 2000 that the Local Hazard Mitigation Plan for _____ will be submitted to the Board of Selectmen at _____ PM on _____, 2002 at the Town Hall during a regular meeting of the Board of Selectmen for adoption.

Upon a finding by the Board that the Hazard Mitigation Plan meets the approval of _____'s Hazard Mitigation Planning Committee, the Board will vote to accept the Plan and move immediately into public hearing on the merits of the proposal.

Should the Plan not be accepted as complete, another submission meeting will be scheduled. Upon acceptance, should a decision not be reached following the public hearing, adoption of the Plan will stay on the Board's agenda until it is either approved or disapproved.

Anyone needing assistance in attending this hearing should contact the Selectmen's Office one week prior to the hearing.

_____, CHAIRMAN
HAZARD MITIGATION PLANNING COMMITTEE

Community Letterhead

SAMPLE INVITE LETTER FROM MAYOR/BOARD OF SELECTMEN/TOWN MANAGER

Date

Dear:

A few months ago I/we received a request from the Director of the New Hampshire Office of Emergency Management to participate in the Local Hazard Mitigation Planning Program. Since then, the town has received a grant to develop a Local Hazard Mitigation Plan. The goal of the plan will be to reduce the personal and economic costs of hazard events in our community. I/we believe this effort is an investment that will enhance and strengthen the economic structure and long-term stability of our community, regardless of when a disaster strikes.

Through this planning process, projects are identified that will “make the next disaster event as uneventful as possible.” The goal is to enlist the support of community stakeholders to sponsor or support a project. The planning process does not happen overnight. It will take perhaps years for certain projects to be completed. However, the Local Hazard Mitigation Plan is the document that will bring all pre-disaster mitigation efforts to a central location.

I/we would be pleased if you would serve as a member of the Local Hazard Mitigation Planning Committee. Your status within the community and your knowledge and long term involvement would be most helpful.

If you would be willing to serve on this committee, please call _____, at _____. An organization /familiarization meeting will be held at 0000pm at the _____ on Tuesday, January 2000. Please make plans to attend and learn more about this important initiative.

Thank you for your serious consideration of our request.

Sincerely,

Chairman, BOS

PRESS RELEASE

Community Leaders Consider PRE-DISASTER MITIGATION PLANNING

As natural and man-made disasters continue to make national headlines, our own local community leaders are taking steps to reduce the effect of Gorham's next natural disaster event.

Gorham's Town Manager, Bill Jackson, announced today that a community-wide Hazard Mitigation Planning Committee will be formed to develop the town's first Hazard Mitigation Plan. The town is currently organizing the task force and requesting that various community leaders assist in the development of the Plan. Potential Committee participants include representatives from the Board of Selectmen, Town Manager, Department of Public Works, Planning Board, Fire Department, Police Department, School District, Ambulance Service, businesses and local residents.

The first Committee meeting will be on August 1, 2000 at 6:00pm at -----. This meeting will cover an introduction to Hazard Mitigation Planning and will formally identify participants on the Committee. The general public is highly encouraged to attend and, if interested, to be a member of the Committee.

Hazard Mitigation Planning is as important to reducing disaster losses, as are appropriate building codes and land-use ordinances. Flooding is our most noticeable natural hazard. With the development of the Hazard Mitigation Plan, community leaders will be able to identify goals and actions for reducing the flood hazard. Gorham's Community leaders want the town to be a disaster resistant community and believe that the development of a Hazard Mitigation Plan will bring Gorham one step closer to that goal.

FLOOD MITIGATION PLANNING COMMITTEE PARTNERS

Who should be included?
(It is recommended that you limit the number of committee members to 10 or fewer for control of efficiency.)

Government State, County & Local Elected Officials, Town Manager, Law Enforcement, Fire Department, Public Works, Planning Committees, Zoning Committees, etc.	Industry & Business Chamber of Commerce, Employers Business Associations, Insurance Companies, Real Estate Developers, Construction Industry, Etc.
Infrastructure Public Housing, Transportation System, Utility Companies (gas, water, sewage, electric, telephone, cable, etc.)	Health Care Dental Care Providers, Managed Care Facilities, Mental Health Care Providers, Doctors, Medical Clinics, Hospitals, etc.
Public Interest Groups Parent-Teacher Association/Organization, Environmental Groups, Concerned Citizens, Neighborhood Watch Groups, Neighborhood Associations, etc.	Education School Boards, Universities, Community Colleges, Day Care and Child Care Centers, Nursery Schools, Pre-Kindergartens, etc.
Volunteer/Community Organizations Red Cross, Kiwanis, Lions Club, Jaycees, Rotary, AARP, etc.	Places of Worship/Religious Groups Knights of Columbus, Catholic Church, Protestant Church, etc
Workforce Unions (AFL-CIO), Profession Groups, etc.	Historical Interest Organizations Local and County Historical Societies, History Clubs, Museum Boards

Potential Flood Mitigation Planning Committee Members

[illegible]

Description of Existing Hazard Mitigation Programs

- ♦ Floodplain Ordinance: The minimum National Flood Insurance Program (NFIP) requirements have been adopted as part of the Town's Zoning Ordinance. This regulates all new and substantially improved structures located in the 100-year floodplain, as identified on the FEMA Flood Insurance Rate Maps.
- ♦ Building Code and Permit: The town has adopted BOCA building code. This code requires new construction to meet the national standards for flood, wind (80mph), earthquake, fire and snow load. The building code is enforced by the part-time building inspector.
- ♦ Community Rating System (CRS): The town is currently undergoing the CRS application process.
- ♦ Elevation Certificates Maintained:
FEMA Elevation Certificates are required and maintained for all new construction and substantial improvements (greater than 50% of the market value), for structures located in the 100-year floodplain.
- ♦ Emergency Action Plan: The Town maintains an EAP as suggested by the NH Office of Emergency Management. The town is currently reviewing and updating the EAP. It is intended that any EAP related issues discussed during the Hazard Mitigation Planning process will be included in the revised edition of the EAP.
- ♦ Flood Warning System: The Town has no formal/official flood warning system. However, there is a High Water Notification Procedure dispatched by Pulp & Paper of America (PPA). The PPA performs a public service and notifies key officials in Gorham (Fire Chief, Police Chief and DPW Director) when the Androscoggin is a certain Cubic Feet per Second (CFS). This is only a notification system which reports river conditions, and PPA does not accept responsibility for the action or inaction's resulting from this procedure.
- ♦ Flood Gages: There is one USGS River Gage on the Androscoggin. The river flow data can be found on the USGS website with information as recent as 2 hours. The PPA is looking at possibly relocating this gage, either up or down stream. Depending on where it is located, it could affect how the Town forecasts potential flooding. In addition to this gage, there are two staff gages, one on the Moose River and one on the Peabody. The Emergency Management Director (EMD) uses these gages to establish flood warning and evacuation procedures.
- ♦ Storm Drain Maintenance: The Gorham DPW and the State DOT clean the drainage basins once a year and after major flooding.
- ♦ Road Design Standards: Gorham Subdivision and Site Plan Regulations include road design standards that control the amount and retention of storm water runoff.
- ♦ Class B & C Dam Emergency Action Plans: The three (3) dams in Gorham are class C and have Emergency Action Plans with inundation pathways mapped.
- ♦ Tree Maintenance Program: PSNH and PPA have a five (5) year tree maintenance program to remove trees and tree limbs from around the power lines. In addition, the Gorham DPW and State DOT have a tree maintenance program to clear trees and hanging limbs from roadways.
- ♦ Evacuation and Notification: Evacuation and notification procedures are identified in Gorham's EAP.
- ♦ Emergency Back up Power: The Town has emergency back-up power at the Department of Public Works and the Town Hall, which also houses the Police department and serves as an emergency shelter.
- ♦ Public Education Program: None?

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- ♦ Project Impact: NH OEM nominated the community as a Project Impact community in fiscal year 2000. To date the community, has completed a Hazard Mitigation Plan.
 - ♦ CEMPS: The Ed Fenn Elementary School and the Gorham Middle/High School participated in the Comprehensive Emergency Management Planning for Schools (CEMPS) program in 1999. Both schools have a provided emergency planning to protect school children and adult personnel during natural and manmade disasters.
 - ♦ Flood Mitigation Assistance Program: The Town has received \$11,000 in FMA Planning Grant money to develop the Flood Mitigation portion of the All Hazards Mitigation Plan.
 - ♦ Hazard Mitigation Assistance Program: Gorham applied for and received two HMGP grants. One grant for \$110K to conduct streambank stabilization on the Moose River and another \$94K grant streambank stabilization on the Androscoggin.
 - ♦ Hazardous Materials Response Team: The Town relies on the professionally trained Haz-Mat Team of the Berlin Fire Department. The Berlin team will respond to any Haz-Mat spill in Gorham.
 - ♦ Shoreland Protection Act: The Act, passed into law in 1994, establishes minimum standards for the future subdivision, use, and development of the shorelands within 250 feet of the state's public waters. When repairs, improvements, or expansions are proposed to existing development, the law requires these alterations to be consistent with the intent of the Act. The Department of Environmental Services (DES) is responsible for enforcing the standards within the protected shoreland, unless a community adopts an ordinance or shoreland provisions which are equal to or more stringent than the Act.
 - ♦ Wellhead Protection Program: Gorham has identified a wellhead protection area. The purpose is to prevent the contamination of groundwater used for drinking water. The area is the surface and subsurface area surrounding the public water supply from which water and contaminants are likely to reach.
 - ♦ Best Management Practices: BMPs are established by the state for erosion and sediment control.
 - ♦ State Dam Program: The Department of Environmental Services has a superior Dam Maintenance and Safety Inspection program.